

FIRE DISTRICT OF SUN CITY WEST
FIRE BOARD
WORKSHOP SESSION

Tuesday, April 14, 2015

MINUTES

(Agenda items may have been taken out of order at the discretion of the Chairman.)

I. CALL TO ORDER

Board Chairman Wilson called the Fire Board Meeting to order on Tuesday, April 14, 2015, at 9:00 a.m. at the Fire District Administrative Office, 18818 N. Spanish Garden Drive, Sun City West, Arizona.

II. ROLL CALL

Members Present: Board Chairman David Wilson, Board Clerk Dusty Rhodes, Board Member Bill Hamel, Board Member Jack Meyer, Board Member Smitty Smith

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Tim Van Scoter, Accounting Supervisor Coaleen Poland, Administrative Coordinator Deb Johnson, EMS Coordinator Haro

Media Present: Tina Gamez, *Daily News-Sun*, Cecilia Chan, *The Independent*

III. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

IV. REVIEW OF MINUTES

Chairman Wilson requested that the Board members review the minutes for consideration of approval at the regularly scheduled Fire Board meeting on April 16, 2015.

V. FINANCIAL REPORTS

- A. Financial Services Division Current Events Summary for March 2015
Accounting Supervisor Poland reviewed the Financial Services Division Current Events Summary and Monthly Financial Report for March 2015 and answered any related questions from the Board members. Supervisor Poland also provided the Board with an update regarding the draft Fiscal Year 2015/2016 Annual Budget & Operational Plan progress. The March 2015 Financial Services Division Current Events Summary and the Monthly Financial Report are attached to the official Fire Board Workshop packet.

VI. CURRENT EVENTS SUMMARIES, REPORTS, AND/OR CORRESPONDENCE

- A. Emergency/Support Services Divisions Current Events Summary for March 2015
Assistant Chief Van Scoter reviewed the Emergency/Support Services Divisions Current Events Summary for March 2015 and answered any questions from the Board. There was a 20% increase in call volume for March 2015. Assistant Chief Van Scoter also gave the Board an update regarding the District's construction projects. Construction has begun at Station 104. Station 103 is progressing as expected. The Emergency/ Support Services Divisions Current Events Summary is attached to the official Fire Board Workshop packet.
- B. Administrative/Community Risk Management Divisions Current Events Summary for March 2015
In Assistant Chief Dalton's absence, Assistant Chief Van Scoter reviewed the Administrative/Community Risk Management Divisions Current Events Summary for March 2015 and answered any questions from the Board related to the summary. The Administrative/ Community Risk Management Divisions Current Events Summary is attached to the official Fire Board Workshop packet.

VII. NEW BUSINESS

- A. Review and Discussion re: Specifications and Bids for Approved Capital Purchase – District Ambulances
Assistant Chief Van Scoter reviewed for the Board the bids received from three ambulance vendors for the purchase of the two ambulances approved for purchase by the Board at the February 5, 2015 Special Board meeting. Chief Van Scoter answered any questions from the Board.
- B. Ambulance Back-up Agreement between the Fire District of Sun City West Ambulance Service CON #114 and American Medical Response of Maricopa LLC CON #136 and Life Life Ambulance Service, Inc. CON #62
This issue was postponed from the March 19, 2015 Regular Board Meeting for further discussion. This agreement would provide documentation allowing Sun City West Fire District and AMR the latitude to request ambulance service from each other if necessary without violating each organization's Certificate of Necessity. These requests for assistance would primarily be in the event of a major emergency or simultaneous emergencies which might overtax each entity's available equipment. EMS Coordinator Haro was present to answer any additional questions from the Board related to the agreement. The issue will be on the April 16, 2015 Regular Board meeting agenda for consideration.
- C. Proposed Revision of Policy Manual Policy 7.01 – Compensation (Proposed Pay Day Change)
The Finance Division is requesting that the District revise this policy to change the District's bi-weekly pay day from Thursday to Friday effective in July, 2015. This would allow payroll personnel an additional day to complete the payroll process. With the addition of the District's part-time personnel, the payroll will take additional time. Adding an extra day would allow payroll to continue to be processed in a timely

manner without the necessity for personnel overtime. This would be especially helpful in payroll weeks that contain a holiday which has made it especially challenging to complete payroll by the necessary deadline.

- D. Proposed Revision of Policy Manual Policy 8.29 – U.S. Flag Protocols
Administrative Coordinator Johnson reviewed the proposed changes to this policy that would bring it in line with the staff's interpretation of the U.S. Flag Code. There was discussion among the Board regarding these changes.
- E. Arizona Fire District Association Candidacy Support Resolution
Staff explained that Arizona Fire District Association By-laws require that, if a candidate decides to run for either President or Vice President of the Association, the candidate's Governing Board must adopt a Resolution authorizing the individual's candidacy. Assistant Chief Dalton is running again for President of the Association.

(Break – 11:40-11:47 a.m.)

- F. 2015 Update of the 2011/2016 Business Plan (including the 2015/2016 Capital Improvement Plan) Draft Review
Administrative Coordinator Johnson gave a Powerpoint overview of the process for the update of the Business Plan and reviewed any significant changes. Accounting Supervisor Poland provided an overview of the 2015/2016 Capital Improvement Plan. Coordinator Johnson and Supervisor Poland answered any questions from the Board.
- G. Resolution #15-0416-2 Supporting Fort McDowell Yavapai Nation Grant Application
Assistant Chief Van Scoter informed the Board that the District is submitting an application to the Fort McDowell Yavapai Nation Grant program for electronic Patient Care Report (ePCR) tablets to utilize on District apparatus. Chief Van Scoter is requesting a Resolution from the Board in support of the grant application.

VIII. CALL TO THE PUBLIC

Resident Norm Benoit reviewed the history of why a flag is flown half-staff and stated that he believed the flag should not be lowered for District Board members.

IX. SUGGESTED ITEMS FOR BOARD MEETING AGENDA/ADJOURNMENT

There were no new items suggested for the upcoming Board meeting. The meeting adjourned at 12:10 p.m.


Dusty Rhodes, Board Clerk